

MEWARN
Steering Committee Meeting Minutes
Sept 10, 2015 10 am
Maine Emergency Management Agency (MEMA)
45 Commerce Drive, Augusta

1. Welcome/Introductions

Attendees:

John Burbank, MEMA
Roger Crouse, DHHS
Ray Lussier, Paris Utilities District
Art Astarita, RCAP
Sterling Pierce, DEP
Terry Trott, DHHS
Tom Bahun, MRWA
Herb Kronholm, Searsport Water District
Kirsten Heber, MRWA

2. Review and accept June 4, 2015 meeting minutes

No Changes noted.

3. Report from Communications Subcommittee

See attached report for details. The committee agreed to move forward with the recommendations of the subcommittee including:

- a. Use of the Health Alert Network to provide blast messaging to MEWARN members when needed – DHHS will take the lead (working with DEP) to get the HAN system working for MEWARN. The goal is to have this system fully operational before the next Steering Committee Meeting in January.
 - i. There was a specific request from an attendee that the blast messaging system be designed to contact multiple utility staff at once rather than just the superintendent/manager.
- b. DHHS will maintain a MEWARN webpage embedded within the Drinking Water Program website. The domain name MEWARN.org will remain active (DHHS will pay the annual charge for the ownership of this domain name). When an individual types MEWARN.org into an internet browser, the individual will be re-directed to the embedded DWP page.

4. Discuss Operational Plan needs

There was unanimous agreement that the current operational plan was more complex than what the MEWARN could actually support. There was less agreement on the level of complexity that should be included in the operational plan. Members present agreed there should be no reference to a response team.

Ray Lussier volunteered to take the first stab at a re-write to the plan. Greater utility input is needed to complete this major re-write.

5. Discuss Steering Committee membership and future meetings

The limited attendance by water/wastewater utility personnel was a significant concern to the group.

The attendees decided to not hold the next meeting in conjunction with the MRWA Annual Conference. The next meeting will be on January 14, 2016. Location TBD.

6. Review Technical Assistance Contract needs and plan (MRWA)
MRWA reported on efforts to submit a grant application to MEMA for funding Technical Assistance activities related to the MEWARN and general water/wastewater utility preparedness. Grant application was due on September 14th. Details of the agreement will be made generally available after the grant award is made.

7. Other items

No other items discussed.

Next meeting will be January 14, 2016, from 10:00 am – 12:00 pm at the Great Augusta Utility District's Wastewater Treatment Facility

MEWARN Communications

MEWARN communication needs

- A way to communicate with all MEWARN members with a single message (blast messaging)
- A current contact list of all MEWARN members including multiple communication methods so members can contact each other on a one-on-one basis
- A website to post MEWARN resources and other relevant information so that members can access this information as needed

Maine Health Alert Network (HAN) Services

- Can manage multiple groups for water, wastewater, and MEWARN members
- Allows Administrators (i.e. State agencies, MRWA, RCAP) to communicate to one or all of the groups
- Messages can be sent out via phone and email. Text messaging is available, but limited due to cost
- HAN system can be setup to make repeated contact attempts to ensure a member gets the necessary message
- HAN can produce a report of who received the phone and/or email messages
- State Agencies (DWP and DEP) will update member contact information in the HAN so members will not need to maintain and remember a username or password
- Messages can be set up so the sender name in the e-mail state “MEWARN,” “Drinking Water Program,” etc.
- Contact information can be extracted from the HAN to create annual updates to the contact list for MEWARN members
- Free to use
- HAN Coordinator is on staff with Maine CDC and can make requested updates

MEWARN Website

- Keep mewarn.org domain name and redirect to another website
- Keep MEWARN resources, list of members, and related links
- DWP has offered to host and maintain a MEWARN web page within its website
- DWP staff can quickly update the web page
- No hosting or administrative fees if DWP website is used
- Annual domain name fee can be paid by DWP